

DEPARTMENT OF ADMINISTRATION
PUBLIC RECORDS BOARD
PRB-001 (R 04/2010)
PAGE 1 OF 3

Records Retention / Disposition Authorization

- Instructions for completion are provided on pages 2-3.
- In accordance with s.16.61, Wis. Stats, this form must be completed and approved by the Agency and the Public Records Board (PRB) within one year of creation of the records series and prior to disposition of any public record.
- Field #1 - Agency Records Officers generally assign sequential RDA numbers which are subject to PRB approval. If the agency does not assign an RDA number, leave this field blank and the PRB will assign the number.
- Agency Records Officer: Review & approve RDA; Assign RDA #, if applicable. Forward original only to the PRB. Maintain an agency copy during the Board's review process.

1. Retention/Disposition Authorization # (RDA)

Sequential Number 373	Suffix
2. Agency Number 437	3. Unit Number 200
4. RDA Status <input checked="" type="checkbox"/> New <input type="checkbox"/> Amended <input type="checkbox"/> Sunset/Renewal <input type="checkbox"/> Closed/Superseded	

5. Agency Name

Department of Children and Families

Division Name

Division of Early Care and Education

Subdivision Name

Bureau of Early Care Regulation

6. Record Series Title

Regulation Reports

7. Record Series Life Cycle Dates

Year Created 1999	Year Discontinued	Year of Final Disposition
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8. Medium for Records Storage – Check all appropriate categories

☐ Electronic/Digital ☐ Microform ☒ Paper
☐ Other (Specify)

9. Retention Time Period - Specify Actual Period

Yrs 7	Mo	Wks	Days	Permanent <input type="checkbox"/>
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10. Event that Initiates the Start of the Retention Time Period

Creation Fiscal Other (Specify)
☒ (CR) ☐ (FIS) ☐ ~~Date of original run~~

11. Disposition

☐ Destroy ☒ Transfer to State Archives (WHS) ☐ Transfer to Other Location (Specify)
☐ Destroy Confidential ☐ Transfer to UW Archives

12. Records Series Description

These records consists of monthly, quarterly and annual regulation reports gathered within the division and other sources. Reports contain:

site visits
new, closed, pending facilities
enforcement actions
statistics on complaints for licensed and unlicensed facilities
statistics on regulated facilities
statistics on findings of investigation
complaint investigation

**APPROVAL SUBJECT TO 10-YEAR
SUNSET. RESUBMITTAL REQUIRED
PRIOR TO November 2021**

13. Records Contain Personally Identifiable Information (PII)

☐ Yes ☒ No

14. Name of Agency Program Contact or Records Officer – Select appropriate title.

Kym Hahn

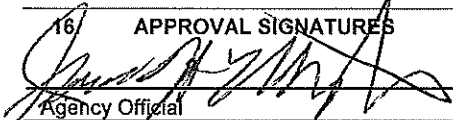

☒ Program Contact ☐ Records Officer

Telephone 608-266-8001

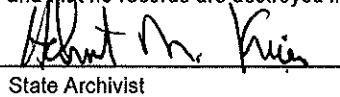
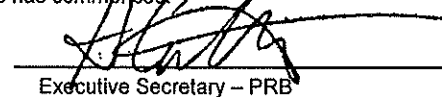
Email

15. Records Series Is Confidential or Access Is Limited ☐ Yes ☒ No (If yes, enter Statute/Code)

16. APPROVAL SIGNATURES

	9/12/11		9/12/11
Agency Official	Date (mm/dd/ccyy)	Agency Records Officer	Date (mm/dd/ccyy)

PUBLIC RECORDS BOARD APPROVAL - Contingent on restrictions to record destruction contained in s. 19.35(5), Wis. Stats., (Open Records Law), and that no records are destroyed if litigation or audit involving these records has commenced.

	11/18/11		12/6/2011
State Archivist	Date (mm/dd/ccyy)	Executive Secretary – PRB	Date (mm/dd/ccyy)